



NOTICE OF VACANCY

Title: Librarian II and III (State Paid)
(Community Services/Outreach Librarian)
Department: Library (7000)
Reports to: Director

Salary: \$46,125.00 (Based on experience)
Overtime: Exempt
Closing Date: 02/13/2009
Job Grade: N/A

GENERAL SUMMARY: Responsible for the development and implementation of outreach programming, in-service and community training, publicity and other services and programs which will enhance the library's role and effectiveness in the communities it serves within the five counties served by the East Central Georgia Regional Library.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Coordinates library programs, publicity, news releases; creates the monthly activities brochure and newsletter, and performs other public relations activities.
2. Develops and implements outreach and family literacy activities, as well as library programs for adults, coordinating with branch managers, community organizations, educational institutions, and Friends groups, etc.
3. Develops and implements programs to provide in-service training in library and to provide such training to members of the public.
4. Responsible for communicating and interviewing with all aspects for the News Media for the library.
5. Attends Library Board of Trustee (county and regional) meetings and serves as recoding secretary; attends other meeting as required.
6. Establishes and maintains contacts with a wide variety of community businesses, institutions and organizations.
7. Works closely with the Library Director to assure that all member libraries are adequately supported within the area of community services.
8. In the absence of the business manager, assists with financial records for the libraries using state approved computer software and payroll /retirement records.
9. Serves on staff and planning committees as required.

REQUIREMENTS

Education: Masters of Library and Information Science from an ALA-accredited college or university.

Experience: 3+ years experience in libraries or equivalent related experience required.

Knowledge/Skills/Abilities:

- Considerable knowledge of library and information science methods and practices, management, and current automated circulation and cataloging systems.
- Familiarity with functions, policies and procedures of the library systems, regional library, and library branches and services system-wide.
- Knowledge of public relations, journalism and news media functions.
- Knowledge of a wide variety of Microsoft products and Windows NT, office machinery, network access software, and computer hardware and the ability to train other in their use.
- Proficiency in scheduling, preparing and presenting programming, operating audiovisual equipment, problem solving and interpersonal relations.
- Ability to make public presentations and relate well to a wide cross-section of the community.
- Ability to 'juggle' many tasks and work with interruptions, keeping cool under pressure.
- Good Communication skills, oral and written.
- Demonstrate ability to work independently.
- Grade G-5 or higher certificate from the Georgia State Board of Certification for Librarians.
- Flexibility to work some weekends and evenings as part of regular schedule.

Please submit all résumés/applications to Ms. Mashell Fashion, Assistant Director, Augusta Public Library, 902 Greene Street, Augusta, Georgia 30901:

Augusta Human Resources Department
530 Greene Street
Room 601 – Municipal Building
(706) 821-2303 (706) 821-2867 FAX
WWW.AUGUSTAGA.GOV

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Americans with Disabilities Act (ADA) and Section 504 Accommodations

Individuals with disabilities who need reasonable accommodations, in order to apply or maintain employment, should contact either the Augusta, Georgia Department of Human Resources at : 706-821-2303 or the internal Augusta, Georgia Equal Employment Opportunity (EEO) Office at: 706-826-4789

Questions, concerns or request for additional information regarding Equal Employment may be addressed through: EEO Office, 501 Greene Street, Suite #314 Augusta, GA 30901, Phone: 706-826-4789